



EAC Newsletter

Volume 1

December 2001

<http://www.lanl.gov/committees/eac/>

LET US INTRODUCE YOU TO...

The Employee Advisory Council!

Fernando Quintana –Chair- E Div.

Lorraine Segura – Vice Chair- ESH

Stephanie Frankle- Historian - X

Sharon Atcher - C

Kay Strong - HR

Tom Baca - ISEC

Jo McCarthy - ADWP/ASCI

Kelley Keresey - D

David Jones - S

Frank Pabian - NIS

Nancy Sattleberger - T

Eric Pitcher - LANSCE

Steve Hanson - FWO

Lucy Maestas - P

Cherryl Mingo - DX

Anita Stone - BUS

EAC CHARTER:

The Employee Advisory Council (EAC) is chartered, sponsored, and supported by the Director and his staff. The formation of the EAC was announced in a memorandum, endorsed by the Laboratory's Deputy Director on February 10, 1994. While this gave EAC an organizational mandate, EAC's action and behavior have been transformed into a resource for the Laboratory. The purpose of EAC is to serve as a communication link providing employee input, feedback, and recommendations to LANL management on existing and proposed LANL policies, practices, operations, and procedures. EAC also identifies issues of employee concern and communicates these issues and possible solutions to Laboratory management.

EAC COMMITTEES:

At the beginning of each term the Council independently elects issues it feels appropriate to work on. The following categories were nominated and chosen for this term:

- ❖ Human Resources / Work Environment
- ❖ Security
- ❖ Communications / Outreach
- ❖ ERP(Enterprise Resource Planning) / Business Practices Committee

EAC PARTICIPATION:

EAC is always looking for LANL employee participants. If you do not see your division listed above next to our current members, and if you are interested in participating, please send and email to the Chairman (fernando@lanl.gov), or Vice Chair (lsegura@lanl.gov).

CHAIR'S Council -

In addition to our Committee work, EAC members also participate(s) in the following institutional teams:

Council of University of California Staff Assemblies (CUCSA)

EAC members are also assigned as liaisons to the following groups:

- ❖ Science and Engineering Advisory Council (SEAC)
- ❖ Diversity
- ❖ Health Advisory Committee
- ❖ Childcare

MINUTES:

Normally you can view the minutes from previous EAC meetings by visiting our Website, unfortunately we are currently reconstructing our website. In the meantime please review the attached PDF file containing approved minutes since September.



[eac_minu.pdf](#)

UPCOMING EVENTS/ISSUES:

- CUCSA meeting March 6-8, 2001
- EAC Website under construction

SPOTLIGHT ON...

This portion of our newsletter is designed to provide a look at various groups, divisions and/or working groups throughout the Laboratory. Information will be added in upcoming issues of the Newsletter.

WE VALUE YOUR INPUT ---- CONTACT US!

To provide input, please contact your EAC division participant, or you can email comments to the general EAC committee (eac@lanl.gov)

Employee Advisory Council Minutes

(TA-3, Otowi Side Room)

September 27, 2001

EAC Web Site: <http://www.lanl.gov/committees/eac>

Members present:

Fernando Quintana, E; Lorraine Segura, ESH; Tom Baca, ISEC; Anita Stone, BUS; Cherryl Mingo, DX; Nancy Sattelberger, T; Stephanie Frankle, X; Kelley Keresey, D; Frank Pabian, NIS; Steve Hanson, FWO; Lucy Maestas, P; Kay Strong, HR

Members absent:

Sharon Atcher, C; Rebecca Johnson, EES-IGPP; Jo McCarthy, NW-SC; David Jones, S-2; Eric Pitcher, LANSCE

The meeting was called to order by the Chair, Fernando Quintana.

Minutes

The minutes from the Aug. 16 and Aug. 30 EAC meetings were reviewed. Nancy Sattelberger made a motion to accept with minor corrections, and Lucy Maestas seconded the motion. The motion carried. The Aug. 16 minutes will not be distributed until the link can be made to the yellow network.

EAC Mailing List

There was a good response to the email to past EAC members regarding remaining on the EAC email distribution list. Fernando Quintana will collate the responses and pass the information on to Kelley Keresey to implement.

Meeting Place and Time

A brief discussion was held about moving the time of the EAC meetings to another day of the week. Additionally, Tamara Johnson will be stepping down from EAC. The consensus was to continue the meetings on Thursdays at 1:15 and to continue to have the meetings in the Director's Conference Room of the AD Building as the conflict with the meeting room location has been resolved.

EAC Committee Charters

The various EAC committees presented their charters to the group. The Security Committee charter remains the same as last year, but may need to be updated depending on the continued heightened security conditions at the lab. The Communications/Outreach Committee charter was presented. Fernando Quintana will provide an EAC summary and a CUCSA summary to the committee to include in some form of monthly/quarterly newsletter. The communications committee will also establish a cost estimate for restructuring the EAC website, and will attempt to have a draft newsletter format ready for the next meeting. It was suggested that the use of the all-employee email distribution list be pursued for distribution in order that every employee/division would receive the information. It was noted that a recent Newsbulletin indicated very little awareness of EAC's existence on the part of lab employees and even less for

the Diversity Working Groups. We may spotlight the activities of other lab organizations in our newsletter. The ERP(Enterprise Resource Planning)/Business Practices Committee sent the charter by email. The HR/Work Environment Committee had presented their charter at the Aug. 16 meeting. Charters will be formally accepted at the next EAC meeting.

The meeting adjourned at approximately 2:30 pm.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes

(TA-3, SM 43, Director's Conference Room)

October 11, 2001

EAC Web Site: <http://www.lanl.gov/committees/eac>

Members present:

Fernando Quintana, E; Lorraine Segura, ESH; Sharon Atcher, C; Anita Stone, BUS; David Jones, S-2; Nancy Sattelberger, T; Stephanie Frankle, X; Kelley Keresey, D; Steve Hanson, FWO; Lucy Maestas, P

Members absent:

Tom Baca, ISEC; Rebecca Johnson, EES-IGPP; Jo McCarthy, NW-SC; Kay Strong, HR; Cherryl Mingo, DX; Frank Pabian, NIS; Eric Pitcher, LANSCE

The meeting was called to order by the Chair, Fernando Quintana.

Minutes

The minutes from the Sept. 27, 2001 meeting were reviewed. Lucy Maestas made a motion to accept with minor corrections, and Kelley Keresey seconded the motion. The motion carried.

CUCSA Press Release

The press release for the CUCSA (<http://www.ucop.edu/cucsa/>) meeting held September 6-7, 2001 at UCLA was distributed. The first meeting is generally an introduction to all the new members from the different universities and labs.

EAC Newsletter

A strawman from the Communications committee for the EAC newsletter was distributed and discussed. Comments and suggestions should be sent to Steve Hanson (hanson@lanl.gov).

EAC Website

The remainder of the meeting focused on the EAC website. Darlene McElroy (IM-1) met with us to discuss her recommendations for revamping the site to make it easier to navigate and to maintain. It is generally accepted that going to a standard template design for the pages, perhaps based on the brochure design, would greatly ease maintenance issues. The future site will be developed and maintained as a Dreamweaver repository in IM-1. IM-1 will therefore serve as the backup copy should anything happen to the files on web servers. The EAC website has been mirrored on the internal web server and can be found at <http://int.lanl.gov/committees/eac>. Server issues have held up the most recent update of the website and many links are not available according to IM-1. Darlene also suggested adding more images to make the pages more dynamic for the viewer. The Communications committee needs to help design the template and then a few EAC committee member can review the new pages prior to the website being completely updated.

Committee charters will be formally approved at the next EAC meeting. All committee chairs should bring final copies of their charters, or email to members prior to the meeting. The meeting adjourned at approximately 2:15 pm.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes

(TA-3, SM 43, Director's Conference Room)

October 25, 2001

EAC Web Site: <http://www.lanl.gov/committees/eac>

Members present:

Fernando Quintana, E; Lorraine Segura, ESH; Sharon Atcher, C; Anita Stone, BUS; David Jones, S-2; Nancy Sattelberger, T; Stephanie Frankle, X; Kelley Keresey, D; Steve Hanson, FWO; Eric Pitcher, LANSCE; Kay Strong, HR; Cherryl Mingo, DX

Members absent:

Tom Baca, ISEC; Rebecca Johnson, EES-IGPP; Jo McCarthy, NW-SC; Frank Pabian, NIS; Lucy Maestas, P

The meeting was called to order by the Chair, Fernando Quintana.

An Enterprise Resource Planning System at Los Alamos, Charlie Slocumb

Charlie Slocumb gave a presentation on the project to bring an Enterprise Resource Planning (ERP) System here at LANL. The project was given the go-head to implement an ERP system at LANL this last August. The ERP system would integrate a number of the laboratories current systems to provide administrative business computing services such as financial, inventory, human resources, procurement, etc. The system will be a commercial product and would move the laboratory toward using best business practices. This is not a technology project and customization of any commercial product will not be considered. The commercial ERP system would also allow "bolt-ons" such as MS Project and Primavera for project management, Meeting Maker, etc. to be integrated with the system. The vugraphs from the presentation are included with these minutes.

Laboratory Policy Update, Elinor Gwynn and Greg Manz

Elinor Gwynn gave an update on the current efforts in HR regarding the Laboratory Policies. HR is currently fast-tracking a review of the 100-series of employee policies in the Administrative Manual (<http://admin-manual.lanl.gov/>). Ten core HR processes are being revised as part of an overall transformation of the HR service delivery model. Policies and procedures associated with these processes, which comprise most of the 100-series, will be updated by April 2002. Review of any changes in a given policy involves legal, the Senior Executive Team (SET), Advisory Council on Administrative Policy and Procedures (ACAPP), Univ. of California, and employee review by RevCom (to be called the Comments Bulletin Board in the future). With this many parties involved, and somewhat unclear roles and responsibilities among them, any changes can take quite a long time to be implemented. The role of RevCom was emphasized and employee feedback on policy changes is considered to be invaluable. The current review is aimed at separating policy from procedure. Most of the text in the current Administrative Manual is procedure related, and with changing organization names and such, it is very difficult to keep up-to-date. Heidi Hahn is leading the review effort, and Greg Manz is the point-of-contact for EAC to give input into the process. The reorganization of HR division was briefly discussed. One outcome of the reorganization will be an HR help-desk so that

employees will get accurate and consistent information regarding policies, procedures, etc. The vugraphs from the presentation are included with these minutes.

Committee charters and the minutes from Oct. 11 and Oct. 25 will be formally approved at the next EAC meeting. All committee chairs should bring final copies of their charters, or email to members prior to the meeting.

The meeting adjourned at approximately 3:15 pm.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes

(TA-3, SM 43, Director's Conference Room)

November 8, 2001

EAC Web Site: <http://www.lanl.gov/committees/eac>

Members present:

Fernando Quintana, E; Lorraine Segura, ESH; Sharon Atcher, C; Anita Stone, BUS; Stephanie Frankle, X; Eric Pitcher, LANSCE

Members absent:

David Jones, S-2; Nancy Sattelberger, T; Tom Baca, ISEC; Rebecca Johnson, EES-IGPP; Jo McCarthy, ADWP/ASCI; Frank Pabian, NIS; Kay Strong, HR; Cherryl Mingo, DX; Steve Hanson, FWO; Kelley Keresey, D; Lucy Maestas, P

The meeting was called to order by the Chair, Fernando Quintana.

Child Care at LANL, Carol Ann Mullaney and Jeannine Holland

Carol Ann Mullaney and Jeannine Holland presented an update to the EAC on the current child-care plans at the lab. Carol Ann reviewed the material that Helga Christopherson (HR Division Leader) presented at the recent Child Care Forum sponsored by the Women's Diversity Working group on October 23, 2001. The lab is still awaiting DOE approval. If approved, the Lab will proceed with drafting a Request for Proposals (RFP) for an independent qualified provider to operate a LANL child care center. The center would focus on providing care for children under 2, transition/drop-in care, (the most difficult types of care to find in the county). The center would also serve 25 other preschool children. First priority will be given to laboratory and DOE employees, with secondary consideration to contractors. This pilot program proposed will be run for 5 years and will only offer up to 50 positions. Any changes including additional spaces to the pilot program would need a formal lab proposal and DOE approval. With the lab's focus on recruiting 500 early-career and strategic hires and other employees being replaced based on a 6.2% attrition rate during the next year or so, the current lack of child care in the county will only become worse. With other R&D and government labs offering onsite child care and other benefits, competition for these employees will be tougher for the laboratory. The lack of adequate spaces for child care in the county will impact the lab's recruiting successes. The Center would open approximately 14+ months after DOE approval. Contacts were given for employees to communicate their opinions. The vignettes for this presentation are attached.

Jeannine then gave a presentation on the child-care and other dependent-related web sources for employees. Employees can link to the Program for Working Families Dependent Care Resource web site at <http://www.lanl.gov/orgs/dvo/dependent/>. This site provides information on several dependent care topics as well as information on local child care providers. Clicking on "disclaimer" will allow you to read the disclaimer and enter the Child Care Search engine. This search engine was developed at the request of the local providers in the county and will allow employees to access a database of information for child care in the county; who is operating, how many openings they have and for what ages, etc. It is the responsibility of providers in town to keep the information on this website up-to-date.

Additionally, a Kid's Calendar (<http://lanldb1.lanl.gov/lanl/kidscal.nsf/kidscal>) is available and gives information on children's events in the local community. The information in the calendar is provided by the sponsors of the various events.

Both web sites can be accessed from the Life@LANL website at <http://int.lanl.gov/worklife/>.

Other Business

The EAC newsletter was reviewed and Fernando will provide the input to Steve Hanson.

Sharon moved to accept the minutes from the Oct. 11 and Oct. 25 meetings with minor corrections, and Lorraine seconded the motion. The motion carried.

Committee charters and the minutes from Nov. 8 will be formally approved at the next EAC meeting. All committee chairs should bring final copies of their charters, or email to members prior to the meeting.

The meeting adjourned at approximately 3:15 pm.

Respectfully submitted,
Stephanie Frankle, Historian